

CITY OF SALINA
POSITION DESCRIPTION

CLASS TITLE: Civil Engineer GR: W FLSA: EX DATE: 06/01/2007
DEPARTMENT: Public Works DIVISION: NA
REPORTS TO: City Engineer APPROVED: _____ JOB CODE: 6901

GENERAL DESCRIPTION:

Under general direction, performs work in technical field and office engineering work relating to sanitary sewer, water, street, traffic control, and stormwater projects. Work varies requiring interpretive judgement within prescribed standards and procedures.

TYPICAL DUTIES:

As assigned by the City Engineer, reviews plans and specifications for both private developments and public works projects for compliance with pertinent codes and accepted engineering practices, and conducts subsequent field inspections to assure compliance with the approved plans and specifications; actively involved in the development review process; assists with the implementation and management of a stormwater program; prepares engineering estimates of public works projects; reviews and prepares complex calculations for drainage studies and hydraulic water modeling; develops technical construction plans and specifications for installation of water lines, sewer lines, and street and drainage improvements; prepares and reviews traffic control related analysis; assists with the preparation of engineering feasibility reports; assists with the assignment of addresses; works with CADD, GIS, and other technical software systems; assists with coordination of projects with other departments, local, state, and federal agencies; and performs other duties as assigned.

SUPERVISION - RESPONSIBILITY FOR WORK OF OTHERS:

None.

MINIMUM EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:

Any combination of education and experience equivalent to graduation from college with a Bachelors Degree in Civil Engineering, and progressively responsible experience in civil engineering; EIT Certification is preferred; possess a valid Kansas driver's license.

RESIDENCY REQUIREMENTS:

None.

ESSENTIAL JOB FUNCTIONS:

Establish and maintain effective working relationships with fellow employees, officials and the public. (Daily)

Apply knowledge of principles, practices and equipment used in civil engineering.(Daily)

Apply knowledge of construction specifications and plans, and of regulations relating to public works construction by contract. (Daily)

Possess knowledge of acceptable engineering practices. (Daily)

Coordinate and schedule engineering and construction projects effectively in accordance with approved policies and time constraints. (Daily)

ESSENTIAL JOB FUNCTIONS (continued):

Coordinate and schedule engineering and construction projects effectively in accordance with approved policies and time constraints. (Daily)

Review plans and specifications. (Daily)

Exhibit skill in performing difficult technical computations, estimates, and tests, and in compiling engineering data and statistics. (Daily)

Possess skills in communicating with developers and contractors in securing compliance with plans and specifications. (Daily)

Effectively communicate orally and in writing. (Daily)

PHYSICAL DEMANDS OF ESSENTIAL JOB FUNCTIONS:

Work Type: Medium, exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Climbing/Balancing: Climb inclines and ladders, uneven surfaces, balance required

Stooping/Bending: Frequently

Stand/Sit: Sit about 65 percent of the time

Reaching: Frequent, overhead as well as horizontal

Vision: Adequate to perform essential functions

Color Vision: Adequate to perform essential functions

Hearing: Frequently perceive nature of sounds by ear

Speech: Frequently express ideas by means of spoken words

Eye/Hand/Foot Coordination: Frequently operates precision equipment requiring moderate ability

Manual Dexterity: Frequently operates precision equipment requiring moderate ability

ENVIRONMENTAL DEMANDS OF ESSENTIAL JOB FUNCTIONS:

Inside/Outside: Work inside and outside

Cold/Heat: Adverse conditions possible

Wet/Dry: Adverse weather conditions possible

Noise/Vibrations: Heavy construction possible

Hazards: Moderate exposure to traffic and construction hazards

Fumes/Dust/Odors: Moderate exposure to dust and construction equipment fumes

Infectious Diseases: Low exposure

MENTAL REQUIREMENTS OF ESSENTIAL JOB FUNCTIONS:

Ability to read and comprehend technically-written material.

Ability to understand and apply mathematical concepts accurately.

Ability to listen to and apply information and instructions.

Ability to organize information for concise written and oral presentation.

Ability to operate computer hardware and software including graphics and engineering software.

MACHINES, TOOLS, EQUIPMENT AND WORK AIDS USED:

Copy machine, adding machine, calculator, computer, telephone and two-way radio.

REMARKS:

The above position description is intended to describe the duties of an employee in general terms and does not necessarily describe all of his/her duties.